



## PENNSYLVANIA GUNSMITH SCHOOL®

### **Other Consumer Disclosures – 2023-24**

**Program Name:** Master Gunsmithing Program®

**Program Length:** This program is designed to be completed in 16 months (2496 total clock hours; predominately hands-on training).

**Program Cost:**

These costs were accurate at the time of posting but are subject to change.

<b>Tuition</b>	Per semester	Total
	\$8580	\$34,320

<b>Estimated Books, Course Materials, Equipment (tools) &amp; Supplies</b>	Semester 1	\$2,860
	Semester 2	\$2,180
	Semester 3	\$1,200
	Semester 4	\$3,580
Total		\$9820

<b>Fees</b> (Application Fee)	\$75
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#### **Estimated Living Expenses**

	Per Month	8 Months	16 months
Food and Housing	\$1,369	\$10,952	\$21,904
Personal Expenses	\$223	\$1,784	\$3,568
Transportation	\$290	\$2,320	\$4,640
Commuter Food & Housing	\$430	\$3,440	\$6,880

**Please click the link below for more information about this institution and other postsecondary institutions concerning: graduation and retention rates, loan repayment rates, post-enrollment earnings, percentage of those enrolled who are Pell eligible, and percentage of those enrolled who are self-identified as a member of a racial or ethnic group.**

[https://collegescorecard.ed.gov/search/?id=215008&search=Pennsylvania%20Gunsmith%20School&page=0&sort=completion\\_rate:desc&toggle=institutions](https://collegescorecard.ed.gov/search/?id=215008&search=Pennsylvania%20Gunsmith%20School&page=0&sort=completion_rate:desc&toggle=institutions)

**Student Debt:** Of the students who completed this program within normal time, the typical graduate leaves with \$12,000 of debt. (This is the median or middle cumulative amount of debt for all students who received Title IV aid and graduated on time.)

**Licensure:** The following states do not have licensure requirements for this program:

None of the 50 U.S. states and territories have licensure requirements relevant to this program. (Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Federated States of Micronesia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Marshall Islands, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Northern Marianas, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virgin Islands, Virginia, Washington, West Virginia, Wisconsin, Wyoming).

**Transfer of Credit Policy:** Staff feels strongly that it is in the best interest of the students to complete the entire 2496 clock hours at PGS. Although some training and experience may seem close enough to, the vast majority of skills learned at PGS are specific to Gunsmithing. However, the school will consider appropriate transfer of credit provided the student can present to the school a transcript or written recommendation concerning previous educational (any type of school) or industrial/work/military experience. The school reserves the right to evaluate what portion, if any, of the program may be waived. The student would then be required to take the written test for that course and would be interviewed by the instructor. In no case would any more than 25% of the program be waived.

**Cancellation and Refund Policy:** The \$75 application fee is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the school does not accept the application.

If an applicant does not cancel within five calendar days of the initial application and does not enroll in the program, the school will retain the \$75 application fee and refund all other monies paid.

If the school accepts the application and the student cancels the application within a five (5) day cancellation period after signing an enrollment agreement, all monies paid will be refunded including the entire \$75.00 application fee. After the five-day cancellation period, the refund policy will apply.

Once the student makes a verbal request for the refund, the student has five additional days to present the school with a written request for the refund.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five (5) days following the first day of class or a tour of the school facility and inspection of equipment, whichever occurs first.

The school will use the last day of attendance to determine the number of days/hours attended. Each semester is 78 days and 624 hours. Refunds due students who withdraw or are terminated are calculated as follows:

Days attended in Semester	Hours attended in Semester	Refund of Tuition
1-7	1-56	75%
8-20	57-160	55%
21-39	161-312	30%
40-78	313-624	0%

Any refunds due and advance payments will be refunded within thirty (30) days of cancellation, withdrawal or termination. Books, tools, supplies and parts purchased in the school store are not returnable. Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

For students who participate in the Federal Financial Assistance Title IV Programs the school will abide by the Federal Return to Title IV Regulations that stipulate how much must be returned to these programs. In summary, the school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance up through the 60% point in each payment period. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. School charges that were previously paid by Title IV funds might become a debt that the student will be responsible for paying. Please see the Financial Aid Administrator for more information regarding the Title IV refund policy.

Refunds are allocated in the following order:

1. Direct Unsubsidized Federal Loan
2. Direct Subsidized Federal Loan
3. Federal Parent Loan (PLUS)
4. Federal Pell Grant
5. Other Title IV Aid
6. Other federal, state (PHEAA),
7. Student

For students who have all or a portion of their tuition and tools, books and supplies paid for by a third party, such as the Veterans Administration Chapter 31 program, Vocational Rehabilitation, state grant programs, etc., the school will abide by the appropriate agency's procedure as to how refunds are calculated and, if applicable, where the school refund is to be applied. Please see the Financial Aid Administrator for more information regarding specific agency refund policies.

**Annual Security Report (ASR):** The PGS ASR is distributed to all new students, and also annually in the fall when updated – <https://pagunsmith.edu/wp-content/uploads/2023/11/2023-24-Annual-Security-Report.pdf>

**Fire safety report:** PGS does not maintain any on-campus student housing facilities and therefore is not required to prepare an annual fire safety report. Unannounced simulated drills for fire and smoke resulting in total school evacuation are conducted on an annual basis.

**Vaccination policy:** Pennsylvania Gunsmith School does not require the submission of vaccination records as a condition for enrollment.

**Complaint procedures / contact information for filing complaints with ACCSC and Pennsylvania Board of Private Licensed Schools:**

Student concerns or complaints should first be brought to the attention of the instructor. Complaints that are not satisfactorily resolved at this level should be brought to the Director of Instruction and then the Director.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA, 22201, (703) 247-4212 [www.accsc.org](http://www.accsc.org) or at [complaints@accsc.org](mailto:complaints@accsc.org). A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/student-Corner/Complaints.aspx>.

Concerns may also be presented to the agency that licenses the school, the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.